UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
Program Director Student Support Services (TRiO), Assistant Director-Educational Support Services
Department of TRiO-Student Support Services

Working Title: Program Director Student Support Services (TRiO), Assistant Director, Educational Support Services
Hays Hills Title/Level: Assistant Director, Educational Support Services (M), 12-month renewable, 1.0 FTE
Position Reports To: Director, Student Success Services

Position Summary:
The Assistant Director of Educational Support Services position serves as TRiO-Student Support Services Director, the Disability Services Officer and UW-Superior ADA Coordinator. The Assistant Director is responsible for administrative leadership for the TRiO-Student Support Services Program, including oversight of the development and implementation of the program and its services. TRiO-Student Support Services activities include the Access/Bridges Programs, ASSIST (early warning program), the UW-Superior Testing Center, as well as providing quality developmental instruction and tutor labs. The Assistant Director provides supervision to staff and manages fiscal operations, including the administration of the federal Student Support Services grant and other programs. The Assistant Director will also be responsible for writing the federal Student Support Services grant proposal starting 2019 through the Department of Education. As the Disability Services Officer and ADA Coordinator, the incumbent will ensure compliance with state and federal statutes and regulations in addition to UW-System guidelines.

Duties and Responsibilities:
1. Coordinate programs through Student Support Services (TRiO); monitor productivity of the developmental IDS and mathematics courses which include overseeing comprehensive and expanded tutorials, providing administrative support, and coordinating program activities with English/Mathematics departments and university administration.
2. Oversee all aspects of the program budgets and comply with the policy and guidelines for the Annual Performance Report, and develop academic success plans of eligible students.
3. Promote a strong academic focus for tutoring, supplemental instruction and early intervention for student success.
4. Administer the Student Support Services grant and budget, develop budget requests, and negotiate budget allocations in accordance with relevant Department of Education regulations; write and submit the Student Support Services federal grant, prepare the Annual Performance Report and other reports in accordance with federal and UW-System requirements.
5. Use career tools and personal interviews to assist participants to arrive at a major to complement their career choice; advise grant-eligible undeclared students into appropriate academic classes; guide advisees in selecting classes in line with their skill level.
6. Work toward building and maintaining close ties with the university community.
7. Provide eligible university students who have disabilities with the support, direction, advocacy, and strategies to remediate the impact of their disability; in concert with the principals of ADA, work toward developing a University that complies with universal design and represents the University with all UW-System DSS meetings and activities.
8. Address ADA concerns for the university community; which covers staff disability issues and physical structure issues; monitor related budget, represent the University with all system ADA concerns.
9. Direct and supervise Education Student Support Services staff, including hiring, training, and conducting annual performance evaluations.
10. Contribute to the University through involvement in committees and projects.
11. Other duties as requested.
**Knowledge, Skills, and Abilities:**

- Knowledge about working with nontraditional, minority, disabled and disadvantaged students.
- Knowledge of and experience in writing grant proposals, interpreting federal regulations, preparing both narrative and fiscal reports as well as developing and managing budgets.
- Knowledge of federal and state ADA regulations and compliance issues as they apply to the university setting.
- Knowledge of disability rights, responsibilities and requirements.
- Knowledge of disability documentation requirements and laws regarding the University’s rights and responsibilities.
- Knowledge of services for students and staff with physical and neurological disabilities in a university setting.
- Knowledge of and experience implementing effective methods supporting student retention.
- Knowledge of student development theory and principles.
- Skills and experience in using software to manage budgets.
- Ability to work with and commitment to serving the needs of nontraditional, minority, and disadvantaged students.
- Ability to provide leadership, coordination, direction and supervision for students and Student Support Services staff and encourage staff cohesiveness.
- Ability to work collaboratively with faculty, staff and/or administrators.
- Ability to read and understand various standardized test evaluations and medical reports.
- Ability to communicate effectively, both verbally and in written format.
- Ability to attend events on evenings and weekends, and travel as necessary.

**Required Qualifications:**

- Master’s degree from an accredited institution in education, counseling, student personnel, or a related area.
- Three (3) years’ experience managing or implementing Student Support Services (TRiO) program, or similar programs.
- Successful experience in staff supervision, budget management, program planning and implementation.
- Experience in working with students from underrepresented populations.

**Desirable Qualifications:**

- Ph.D. or doctorate in education, counseling, student personnel, or a related area.
- Experience in grant writing, data collection and program evaluation.
- Experience in overcoming barriers of underrepresented students.
- Experience with TRiO federal grant oversight and management.